

# EEOP Utilization Report



Thu Jan 05 11:37:47 EST 2017

## Step 1: Introductory Information

<b>Grant Title:</b>	2014 COPS Hiring Grant	<b>Grant Number:</b>	2014-UL-WX-0026
<b>Grantee Name:</b>	Chesterfield County Police Department	<b>Award Amount:</b>	\$625,000.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	10001 Iron Bridge Road Chesterfield, Virginia 23832		
<b>Contact Person:</b>	Deana Haggerty	<b>Telephone #:</b>	804-717-6014
<b>Contact Address:</b>	10001 Iron Bridge Road Chesterfield, Virginia 23832		
<b>DOJ Grant Manager:</b>	Tammy Richardson	<b>DOJ Telephone #:</b>	202-307-3422

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### Policy Statement:

Discrimination on the basis of race, color, religion, national origin, political affiliation, sex (to include pregnancy, gender identification, and sexual orientation), age (40 or older), or disability in all aspects of employment, such as hiring, promotions, discharge pay, benefits, classification, referral, and job training is prohibited by federal and state law, and County or department policy.

## **Step 4b: Narrative Underutilization Analysis**

The Chesterfield County Police Department Personnel Unit observed several areas in the sworn personnel area that are underutilized by more than two standard deviations. These categories are:

Sworn - Officials: Black/African American males (-8%); White females (-9%); and Black/African American females (-12%)

Sworn Patrol Officers: Hispanic/Latino males (-6%); Black/African American males (-8%); White females (-16%); Hispanic/Latino females (-4%); Black/African American females (-12%); and Asian females (-2%)

In the non-sworn job categories, the Personnel Unit observed the following underutilizations:

Officials/Administrators: White males (-48%); Black/African American males (-6%); and Black/African American females (-11%);

Professionals: White males (-13%); Black/African American males (-5%); Asian males (-2%); Hispanic/Latino females (-2%); and Asian females (-2%)

Technicians: White males (-27%); Hispanic/Latino males (-2%); Black/African American males (-10%); Asian males (-3%); Hispanic/Latino females (-3%); and Black/African American females (-17%)

Protective Services Non-sworn: Hispanic/Latino females (-4%)

Administrative Support: White males (-25%); Black/African American males (-8%); Hispanic/Latino females (-2%); and Black/African American females (-6%)

Skilled Craft: White males (-71%); Hispanic/Latino males (-10%); Black/African American males (-11%); Asian males (-2%); and White females (-3%)

Service/Maintenance: Hispanic/Latino males (-6%); Black/African American males (-20%); Asian males (-2%); Hispanic/Latino females (-3%); Black/African American females (-6%); and Asian Females (-2%)

For the remainder of the Analysis, please see attached.

## **Step 5 & 6: Objectives and Steps**

### **1. To ensure recruitment is unbiased**

a. This police department is accredited through the Virginia LE Professional Standards Commission and has a policy prohibiting employment discrimination. To encourage minority and females to apply for sworn positions, the department has an assigned recruiter. In 1997, the department formed a process action team to address minority/female recruitment. The recommendations of this team were implemented in the spring of 1998 and are still in place today.

It is our practice to: recruit at historically black colleges and universities as well as minority places of worship; participate in TAP programs at regional military bases; advertise on radio stations that attract minority listeners; advertise in the EOE Journal and other print media that targets a minority audience; and participate in minority career fairs and other community events, such as Hispanic Family Day and the Asian American Festival. In the fiscal year ending June, 2016, we participated in 44 such recruiting activities

### **2. To ensure there are no barriers to applicants**

a. All positions available within Chesterfield County government, including the police department, are advertised on the county website [www.chesterfield.gov](http://www.chesterfield.gov), as well as at the Virginia Employment Commission.

All applications for the Chesterfield County Police Department must be submitted through the online application process. The department and county do not prohibit any individual from submitting an application through the online application process.

The department will continue to review, evaluate, and modify the application process to ensure all barriers are eliminated.

### **3. To ensure all applicants have an equal opportunity to apply**

a. For civilian positions, an application is submitted online and received by county HR. The full application is provided to the PD for review. Top candidates are referred for interviews. The most qualified is offered employment.

For sworn positions, an application is submitted online and received by county HR. All applicants are invited to a session for a written exam, physical test, and background screening. If they pass testing, background, criminal history, and polygraph, they are interviewed. If approved, they receive a medical and psychological evaluation. Upon successful completion and approval by the chief of police, they are offered employment.

Strong efforts to recruit minorities continue. We survey all test applicants to determine successful recruitment strategies. Exit interviews provide feedback on how employment practices affect recruitment and retention of minority and female officers.

## **Step 7a: Internal Dissemination**

1. Post a copy or link of the EEOP Utilization Report on the police department's intranet site.
2. Have copies of the EEOP Utilization Report available upon request in the Police Personnel Unit office.
3. Send an e-mail to all police department employees notifying them that EEOP Utilization Report will be available for review on the department's intranet site and is available upon request in the Police Personnel Unit office.
4. Provide a copy of the EEOP Utilization Report to each bureau/division within the department for placement on individual bureau/division bulletin boards.

## **Step 7b: External Dissemination**

1. Post a copy of the EEOP Utilization Plan on the department's county website (intranet).
2. Have copies of the EEOP Utilization Plan available upon request in the Police Personnel Unit office.
3. Post on department social media site, such as Facebook, that a copy of the EEOP Utilization Plan is available on the department's internet site, and upon request in the Police Personnel Unit office.
4. Post a copy or link of the Police Departments EEOP Utilization Report for contractors and vendors on the Chesterfield County's Department of Purchasing-Diversity website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Chesterfield County, Virginia**

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
	Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	7,625/48%	159/1%	1,005/6%	45/0%	235/1%	55/0%	20/0%	4,795/30%	90/1%	1,715/11%	0/0%	95/1%	0/0%	10/0%	25/0%
	Utilization #/%	-48%	-1%	-6%	-0%	-1%	0%	-0%	-0%	70%	-1%	-11%	0%	-1%	0%	-0%
Professionals																
	Workforce #/%	5/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	21/72%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	6,065/30%	290/1%	975/5%	4/0%	310/2%	0/0%	85/0%	9,325/47%	330/2%	2,085/10%	0/0%	345/2%	15/0%	30/0%	15/0%
	Utilization #/%	-13%	-1%	-5%	-0%	-2%	0%	-0%	26%	-2%	-0%	0%	-2%	-0%	-0%	-0%
Technicians																
	Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	710/27%	40/2%	255/10%	0/0%	80/3%	0/0%	0/0%	925/36%	69/3%	450/17%	0/0%	25/1%	0/0%	20/1%	15/1%
	Utilization #/%	-27%	-2%	-10%	0%	-3%	0%	0%	64%	-3%	-17%	0%	-1%	0%	-1%	-1%
Protective Services: Sworn-Officials																
	Workforce #/%	79/81%	2/2%	9/9%	0/0%	1/1%	0/0%	0/0%	7/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
	CLS #/%	1,340/52%	4/0%	455/18%	10/0%	4/0%	0/0%	20/1%	410/16%	15/1%	315/12%	0/0%	0/0%	0/0%	0/0%	0/0%
	Utilization #/%	29%	2%	-8%	-0%	1%	0%	-1%	-9%	-1%	-12%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
	Workforce #/%	325/79%	9/2%	28/7%	1/0%	4/1%	0/0%	0/0%	35/9%	1/0%	5/1%	0/0%	1/0%	0/0%	0/0%	0/0%
	Civilian Labor Force #/%	3,915/35%	950/8%	1,710/15%	0/0%	220/2%	95/1%	35/0%	2,775/25%	435/4%	840/7%	0/0%	200/2%	0/0%	38/0%	0/0%
	Utilization #/%	45%	-6%	-8%	0%	-1%	0%	-0%	-16%	-4%	-6%	0%	-2%	0%	-0%	0%
Protective Services: Non-sworn																
	Workforce #/%	10/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	20/65%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	80/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	165/65%	10/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	0%	0%	0%	0%	0%	0%	0%	-0%	-4%	3%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/85%	0/0%	3/12%	0/0%	1/4%	0/0%	0/0%	0/0%
CLS #/%	8,520/25%	170/0%	2,775/8%	20/0%	320/1%	0/0%	70/0%	0/0%	14,785/43%	760/2%	5,920/17%	90/0%	420/1%	20/0%	215/1%	55/0%
Utilization #/%	-25%	-0%	-8%	-0%	-1%	0%	-0%	0%	41%	-2%	-6%	-0%	3%	-0%	-1%	-0%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	7,465/71%	1,030/10%	1,140/11%	20/0%	195/2%	0/0%	105/1%	10/0%	360/3%	15/0%	120/1%	0/0%	70/1%	0/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	5/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,655/28%	1,605/6%	5,380/20%	25/0%	585/2%	0/0%	49/0%	15/0%	6,380/23%	880/3%	4,015/15%	25/0%	555/2%	0/0%	135/0%	115/0%
Utilization #/%	18%	-6%	-20%	-0%	-2%	0%	-0%	-0%	22%	-3%	-6%	-0%	-2%	0%	-0%	-0%

## Significant Underutilization Chart


Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Officials			✓						✓		✓					
Protective Services: Sworn-Patrol Officers		✓	✓						✓	✓	✓		✓			

## Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Colonel																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lt Colonel																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Major																
Workforce #/%	3/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain																
Workforce #/%	8/73%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Lieutenant																
Workforce #/%	19/90%	1/5%	0/0%	0/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	46/78%	1/2%	7/12%	0/0%	0/0%	0/0%	0/0%	0/0%	5/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	325/79%	9/2%	28/7%	1/1%	4/1%	0/0%	0/0%	0/0%	35/9%	1/0%	5/1%	0/0%	1/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

 Chief of Police 1-11-17  
[signature] [title] [date]

## **Attachment**

### **Chesterfield County Police Department Chesterfield County, Virginia**

Grant Title: 2014 COPS Hiring Grant  
Grant Number: 2014-UL-WX-0026

#### **Step 4b: Narrative Utilization Analysis Continuation**

The Chesterfield County Police Department's equal employment opportunity policy and hiring protocol provide an equal opportunity for all individuals interested in a sworn position to submit their application and present themselves for the mandatory pre-hiring physical and written assessment evaluations. All those interested in a non-sworn position are subject to the same equal employment opportunity protocols imposed upon those applying to non-police department positions.

While the police department, and the county as a whole, find it challenging to attract qualified individuals in the above stated underutilization categories, the police department, like the county, is having difficulty competing with other local and state governments or private sectors in the area of compensation and benefits. The county's current compensation ratio is .88. The county is 12% behind the market in compensation. The police department will continue to evaluate its recruitment and retention practices to attract and retain a diverse workforce, and enhance compensation and benefits when possible.